

Chapter 19 - Vendor Voucher Processing - APV

Vendor Voucher Processing

Vendor voucher processing is used to pay invoices that the court receives. The system processes the following types of vouchers, placement, attorney and miscellaneous.

The following three types of vouchers will be explained in detail.

1. Other Vendor Vouchers
2. Attorney Vouchers
3. Facility Vouchers

Voucher Process:

The information received at the court is referred to as an invoice. A voucher is cut to pay an invoice. You can create a voucher for a vendor with multiple charges for multiple cases, or, you can create one voucher per case.

The first type of voucher that will be explained is the "Other Vendor Voucher". These vouchers will consist of vouchering payments to victims and miscellaneous court invoices.

Accessing the Vendor voucher screen:

From the transaction request screen, enter **APV** in the next tran field and **INQ** in the type field and then press <Enter>.

Juvenile Next Tran Line:

NXT	TRAN	APV	TYPE	___	CASE	NBR	00000000	___	PET	00000000	EVT	___	PTY	___
-----	------	-----	------	-----	------	-----	----------	-----	-----	----------	-----	-----	-----	-----

Probate Next Tran Line:

NXT	TRAN	P	APV	TYPE	___	CASE	NBR	00000000	REC	NBR	___
-----	------	---	-----	------	-----	------	-----	----------	-----	-----	-----

The following screen will be displayed for you.

Court ID : J 44 ANGIE Juvenile Vendor Voucher Maintenance Release : 025
 Vendor number [REDACTED]
 Send Payment to [REDACTED]
 Apply date Due date
 Voucher number MMDD CCYY MMDD CCYY Amount No. of days Days
 AUTO GEN # 612 2003 701 2003 [REDACTED] [REDACTED]
 Court Ref. number [REDACTED]
 Explanation [REDACTED]

Nxt Tran APV Type INQ Case# 1000138 1 Petn# 1000026 Event# [REDACTED] Party [REDACTED]
 F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=Add F8=Probate F9=Name Inq.
 F10=Update F12=Edit F14=Dkt.Inq F16=Inv.Cal

MA b A 02/016
 Connected to remote server/host OSMSOUTH using port 23 \\SCAO\1N54QLS on Ne05:

Following are field descriptions for the Attorney Vendor Maintenance screen.

~Vendor Number~

Enter the vendor number that you want to pay. If you do not know the number, press <F4> and select the number from either the Vendor file, Facility file or Professional file.

After you have selected the vendor type, place an “X” beside the vendor and press <Enter>. The system will insert the vendor for you.

~Send Payment To~

If the vendor is not the person who receives the payment for services you will need to enter the vendor number that receives the payment for these services. For example: A child is placed in a Boysville foster home and that is the placement that is entered on the PCN event. When the bill comes in, it directs the court to make all payments payable to Boysville, Inc. The foster home number would be the vendor number and Boysville will be the vendor to Send Payment to.

~Voucher Number~

Vouchers are number by the system.

~Apply Date~

This is the date that you are processing the voucher. The default is the current date.

~Due Date~

Enter the due date that the voucher is due to be paid. This date will automatically default to the first day of the following month.

~Amount~

enter the total amount due for this voucher. This includes all charges for all cases if you are processing a multiple cases per voucher.

~No. of Days~

Enter the total number of days that this voucher is paying. This includes all charges for all cases if you are processing multiple cases per voucher. This field is most often used when processing facility vouchers.

~Court Ref. Number~

Enter the reference/invoice number into this field. This is not a required field.

~Explanation~

Enter an explanation for this voucher into this field. This is not a required field.

Explanation of Function Keys:

The common function keys of <F1>, <F2>, <F3>, <F4>, <F6>, <F8>, <F9>, <F14>, and <F16> are explained in chapter one of this manual. Following are explanations of function keys that are significant to voucher processing.

~ <F7> - Add~

When a voucher is for multiple children, pressing <F7> will display a new line for you to enter a case number of the next child.

~ <F10> - Update~

All financial screens use the <F10> key to update and process financial requests. Until the <F10> key is pressed, information has not been processed.

~ <F12> - Edit~

The <F12> key is used to edit vouchers that have already been processed. If a line item needs to be changed, the <F12> key can be used to edit the voucher.

Example of a Regular Vendor Voucher:

From the vendor voucher screen enter the vendor number or, press <F4> for a list of vendors.

Court ID : J 44 ANGIE Juvenile Vendor Voucher Maintenance Release : 025

Vendor number [REDACTED]

Send Payment to [REDACTED]

Vo [REDACTED]

Co X V VENDOR FILE

Ex F FACILITY FILE

P PROFESSIONAL FILE

ays Days

Bottom

F3=Exit F6=System F16=Inv. Cal

Nxt Tran APV Type INQ Case# 1000138 1 Petrn# 1000026 Event# Party

F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=Add F8=Probate F9=Name Inq.

F10=Update F12=Edit F14=Dkt. Inq F16=Inv. Cal

08/007

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The following screen will be displayed for you.

Court ID : J 44 ANGIE Juvenile Vendor Voucher Maintenance Release : 025
 Vendor number [REDACTED]
 Send Payment to [REDACTED]

Vo	Transaction Request	ays	Days
<input checked="" type="checkbox"/> V	VENDOR FILE		
<input type="checkbox"/> F	FACILITY FILE		
<input type="checkbox"/> P	PROFESSIONAL FILE		

F3=Exit F6=System Bottom F16=Inv.Cal

Nxt Tran APV Type INQ Case# 1000138 1 Petn# 1000026 Event# Party
 F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=Add F8=Probate F9=Name Inq.
 F10=Update F12=Edit F14=Dkt.Inq F16=Inv.Cal

MP b A 08/007
 Connected to remote server/host OSMSOUTH using port 23 \\SCAO\1N54QLS on Ne05:

Select Vendor File by placing an "X" on the line to the right of the name and press <Enter>. The system will return the following screen.

Court ID : J 44 ANGIE Juvenile Vendor Voucher Maintenance
 Vendor number [REDACTED]
 Send Payment to [REDACTED]

Vo [REDACTED] Transaction Request ays [REDACTED] Days [REDACTED]
 Co [REDACTED]
 Ex [REDACTED]

Other Vendor File
 Position to (by NAME) _____ (by VENDOR#) _____

X	Z199702001	TEST
	0000000001	TEST
	9900000001	TEST VICTIM,,
	9900000002	TEST VICTIM,,
	100	TEST VICTIM,,
	000001	TEST VICTIM,,
	A	TEST VICTIM,,
	VCT4543233	TEST VICTIME,,

More...

F3=Exit F6=System A=Add M=Mod I=Inq X or 1=Select

Nxt Tr [REDACTED] rty [REDACTED]
 F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=Add F8=Probate F9=Name Inq.
 F10=Update F12=Edit F14=Dkt.Inq F16=Inv.Cal

12/011

1902 - Session successfully started SCA01IN54QL5 on Ne05:

You can search for your vendor by name or by vendor number. Once you have selected the vendor, place an "X" on the line to the left of the vendors name and press <Enter>. The system will display the following screen.

Court ID : J 44 ANGIE Juvenile Vendor Voucher Maintenance

Vendor number 0000000001 TEST

Send Payment to

Voucher number	MMDD	CCYY	MMDD	CCYY	Amount	No. of days	Days
AUTO GEN #	804	2004	901	2004	500.00		

Court Ref. number

Explanation

Nxt Tran APV Type INQ Case# 1009006 2 Petn# 10090062 Event# Party

F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=Add F8=Probate F9=Name Inq.
F10=Update F12=Edit F14=Dkt. Inq F16=Inv. Cal

06/045

1902 - Session successfully started {}SCAO\IN54QL5 on Ne05:

The vendor has been entered by the system. Enter the amount the voucher is for in the amount field. Press <Enter> and the system will display the following screen.

Court ID : J 44 ANGIE Juvenile Vendor Voucher Maintenance

Vendor number 0000000001 TEST

Send Payment to [REDACTED]

Apply date Due date

Voucher number MMDD CCYY MMDD CCYY Amount No. of days Days

AUTO GEN # 804 2004 901 2004 500.00

Court Ref. number Amount remaining 500.00

Explanation

Case	sufix	Case name	Evt#	From date MMDD CCYY	To date MMDD CCYY	Acct	Amount	Days
000000	00							

Nxt Tran APV Type INQ Case# 1009006 2 Petn# 10090062 Event# Party

F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=Add F8=Probate F9=Name Inq.
F10=Update F12=Edit F14=Dkt. Inq F16=Inv. Cal

MP b 11/001

1902 - Session successfully started \\SCAO1\N54QL5 on Ne05:

Displayed is the amount remaining to be vouchered.

To voucher this amount out, it must be applied to a case or to multiple cases. To apply this, either enter the case number or press <F9> to search for the case. The system will display the following screen.

Court ID : J 44 ANGIE Juvenile Name Inquiry Lookup

Enter a "1" to request "SNDX" Sound index lookup
Enter a "2" to request "NAME" Name lookup
Enter a "3" to request "NAME" Adoption lookup

Enter request number here-> 2 name here-> TEST,TEST

Nxt Tran APV Type INQ Case# 00000000 Petn# 10090062 Event# Party
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F8=Probate/Civil
F9=Start over F14=Dkt.Inq F16=Inv.cal.

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I902 - Session successfully started \\SCAO\IN54QL5 on Ne05:

Enter the name of the case that the voucher is for and press <Enter>.

The system will display the following screen.

Court ID : J 44 ANGIE Juvenile Name Inquiry Lookup **NAME**
Highlighted name has a A/R Master Party Case

Name	Birth Date	Case #	Sfx	Typ	Typ	Petn#	Pub
X TEST,TEST,	6/13/1990	00050501		IN	IN	00000000	SUP
TEST,TEST,		00843565	3	M03	NA	00000000	SUP
TEST,TEST,		00853521		V02	DL	08535211	SUP
TEST,TEST,		00874397		INP	DL	00000000	SUP
TEST,TEST,		00915469		PE1	DL	00000000	PUB
TEST,TEST,		00915469		W01	DL	00000000	PUB
TEST,TEST,		00925819		GAL	DL	00000000	PUB
TEST,TEST,		00926002		DL	DL	09260021	PUB
TEST,TEST,	1/01/1990	01005778		DL	DL	01577801	EXP
TEST,TEST,	1/01/1990	02000111		TL	TL	00000000	PUB
TEST,TEST,		02005233	1	TL	TL	02523301	PUB
TEST,TEST,	3/15/1995	04000001		DL	DL	04000101	PUB
TEST,TEST,	6/15/1992	04000100		TL	TL	00000000	PUB
TEST,TEST,		88888888		IN	IN	00000000	EXP
TEST,TEST,	10/01/1985	96960816		DL	DL	96960816	EXP

More...

Nxt Tran APV Type INQ Case# 00000000 Petn# 10090062 Event# Party
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F8=Probate/Civil
F9=Start over F11=Alt.View F14=Dkt.Inq F16=Inv.cal.

MR b 06/002
1902 - Session successfully started J\SCAO\IN54QLS on Ne05:

Enter an "X" next to the name that you want to add to the voucher and press <Enter>. The system will display the voucher screen with the case that you selected.

Court ID : J 44 ANGIE										Juvenile Vendor Voucher Maintenance									
Vendor number 0000000001										TEST									
Send Payment to																			
Apply date										Due date									
Voucher number MMDD CCYY MMDD CCYY										Amount									
AUTO GEN # 804 2004 901 2004										500.00									
Court Ref. number										Amount remaining 500.00									
Explanation																			
Case suffix Case name										From date To date									
11009008 TEST DELINQUENT										Evt# MMDD CCYY MMDD CCYY Acct Amount Days									
Nxt Tran APV Type INQ Case# 1009006 2 Petn# 10090062 Event# Party																			
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=Add F8=Probate F9=Name Inq.																			
F10=Update F12=Edit F14=Dkt. Inq F16=Inv. Cal																			
11/037																			

The system has returned our voucher screen with the case number entered. The next step that needs to be completed is to fill in the rest of this line item. Following are explanations of the fields in the above screen.

~Evt Number~

This is the event number attached to the placement PCN for this facility. This field is displayed by the system and can't be modified.

~From Date~

The from date is used if you are paying for services that spans a period of time. Enter the date the service started or if this is a voucher that is not paying for a span of time, enter the current date into this field.

~To Date~

The to date is used if you are paying for a service that spans a period of time. Enter the date the service ended or if this is not paying for a span of time, enter the current date into this field.

~ACCT~

Enter the account code that this line item is being paid from. If you do not know the code, press <F4> to prompt on this field. All valid codes will be displayed.

~Amount~

Enter the amount that is being charged for this case. There could be multiple cases that need to be charged for this voucher.

~Days~

This field is used to tell the system what type of voucher you are processing. There are three valid entries into this field.

9999 - This is used for normal vouchers, non-placement vouchers. This tells the system to track the amount only and that the number of days is not important.

8888 - This is used for tracking number of days on the DSS 207 report that is not related to placements. This tells the system that we want to track the amount and the number of days for this voucher. A valid date range is necessary for this option to work.

Actual Number of Days - This is used for facility vouchers. Enter the exact number of days that you are paying for a child that is in placement. This number and the amount entered are tracked by the 207. The date range must be equal to the number of days entered. Remember that the system pays for the day in and not the day out. After you have entered all pertinent information, press <Enter>. The system will display the following screen.

Court ID : J 44 ANGIE Juvenile Vendor Voucher Maintenance

Vendor number 0000000001 TEST

Send Payment to

Apply date Due date

Voucher number MMDD CCYY MMDD CCYY Amount No. of days Days

AUTO GEN # 804 2004 901 2004 500.00

Court Ref. number Amount remaining .00

Explanation

Case	suffix	Case name	Evt#	From date	To date	Acct	Amount	Days
11009008		TEST DELINQUENT		801 2004	801 2004	E204	500.00	9999

Number of days calculated for last date range

Nxt Tran APV Type INQ Case# 1009006 2 Petn# 10090062 Event# Party

F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=Add F8=Probate F9=Name Inq.

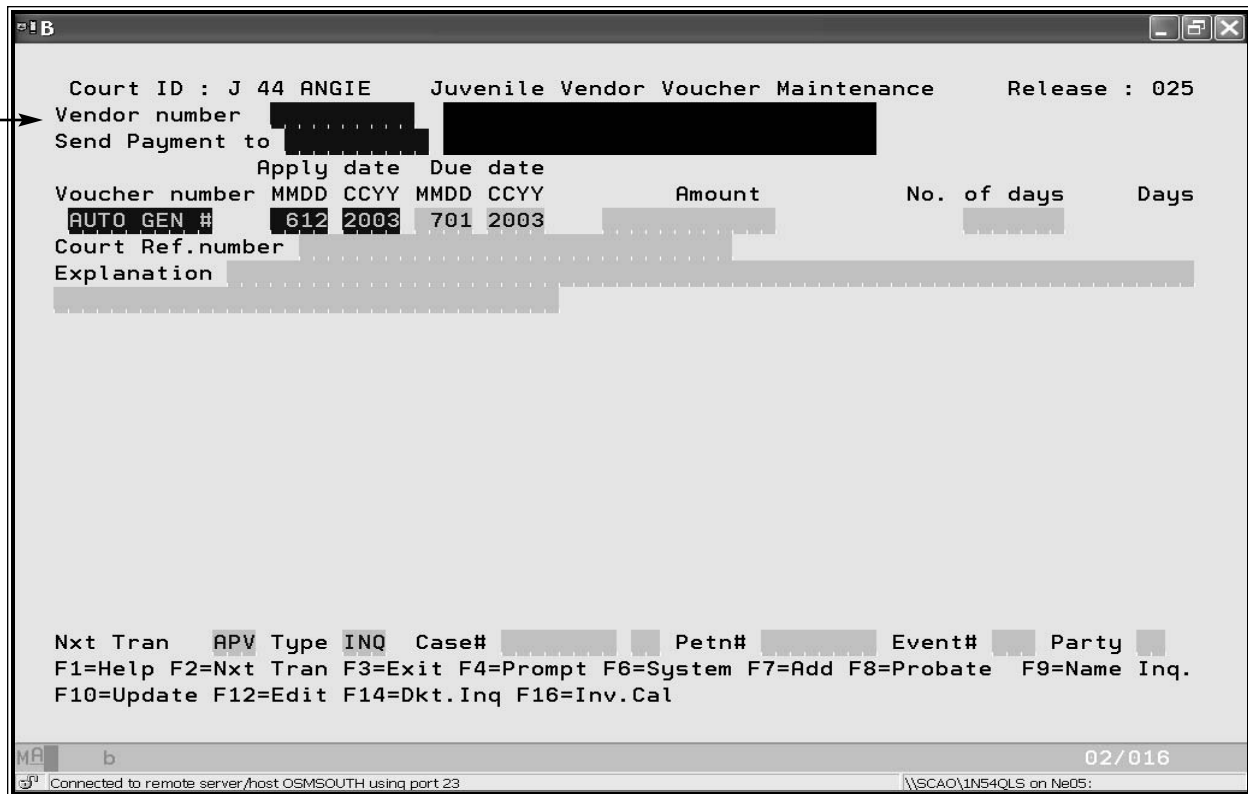
F10=Update F12=Edit F14=Dkt. Inq F16=Inv. Cal

MP b 12/001

1902 - Session successfully started \\SCAO\1N54QL5 on Ne05:

The amount remaining is at .00. Press <F10> to process the voucher.

Example of an Attorney Vendor Voucher:



Court ID : J 44 ANGIE Juvenile Vendor Voucher Maintenance Release : 025

Vendor number [REDACTED]

Send Payment to [REDACTED]

Apply date Due date

Voucher number MMDD CCYY MMDD CCYY Amount No. of days Days

AUTO GEN # 612 2003 701 2003 [REDACTED] [REDACTED] [REDACTED]

Court Ref. number [REDACTED]

Explanation [REDACTED]

Nxt Tran APV Type INQ Case# [REDACTED] Petn# [REDACTED] Event# [REDACTED] Party [REDACTED]

F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=Add F8=Probate F9=Name Inq.
F10=Update F12=Edit F14=Dkt. Inq F16=Inv. Cal

02/016

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To create a voucher we need the vendor number. If you do not know the vendor number you must prompt <F4> on the vendor number field. The system will display the following screen.

B

Court ID : J 44 ANGIE Juvenile Vendor Voucher Maintenance Release : 025

Vendor number [REDACTED]

Send Payment to [REDACTED]

Vo [A] Transaction Request ays Days

Co [] V VENDOR FILE

Ex [] F FACILITY FILE

[] X P PROFESSIONAL FILE

Bottom

F3=Exit F6=System F16=Inv.Cal

Nxt Tran APV Type INQ Case# [REDACTED] Petn# [REDACTED] Event# [REDACTED] Party [REDACTED]

F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=Add F8=Probate F9=Name Inq.

F10=Update F12=Edit F14=Dkt.Inq F16=Inv.Cal

MA b 07/007

Connected to remote server/host OSMSOUTH using port 23 \\SCAO\1N54QLS on Ne05:

Enter an "X" next to the professional file and press <Enter>. The system will return the following screen.

Court ID : J 44 ANGIE Juvenile Vendor Voucher Maintenance Release : 025
 Vendor number [REDACTED]
 Send Payment to [REDACTED]

Vo [A] Transaction Request ays Days
 Co [] X
 Ex [] F3

Professionals Selection by Name
 Position to: _____
 1=Select 2=Change 4=Delete 5=Display
 Opt Bar# Name
 X 34306 AARDEMA, ROBERT B.,
 - 10002 AARON, DENNIS M.,
 - 10003 AARON, JERALD N.,
 - 34677 AARON, JODY L.,
 - 47036 AARON, JONATHAN S.,
 - 35605 AARON, RICHARD J.,
 - 46755 AARON, SANFORD J.,
 More..
 F3=Exit F6=Add F7=Alt Seq Roll/Page

Bottom
v. Cal

Nxt Tran APV Type INQ Case# _____ Petn# _____ Event# _____ Party _____
 F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=Add F8=Probate F9=Name Inq.
 F10=Update F12=Edit F14=Dkt. Inq F16=Inv. Cal

12/013
 Connected to remote server/host OSMSOUTH using port 23 \\SCAO\1N54QLS on Ne05:

You can search for your attorney by name or by attorney number (by pressing <F7> for alternate sequence). Once you have selected the attorney you want to process this voucher for, place a "X" on the line beside the attorney and press <Enter>. The system will return the following screen.

B

Court ID : J 44 ANGIE Juvenile Vendor Voucher Maintenance Release : 025

Vendor number 34306 AARDEMA, ROBE

Send Payment to

Apply date Due date

Voucher number MMDD CCYY MMDD CCYY Amount No. of days Days

AUTO GEN # 612 2003 701 2003 500.00

Court Ref. number ENTER COURT REF NUMBER

Explanation ENTER EXPLANATION HERE

Nxt Tran APV Type INQ Case# Petn# Event# Party

F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=Add F8=Probate F9=Name Inq.

F10=Update F12=Edit F14=Dkt. Inq F16=Inv. Cal

08/035

Connected to remote server/host OSMSOUTH using port 23 \\SCAO\1N54QLS on Ne05:

Enter the amount of the voucher, reference number and explanation and press <Enter>. The system will display the following screen.

Court ID : J 44 ANGIE Juvenile Vendor Voucher Maintenance																															
Vendor number		34306		AARDEMA, ROBERT B.,																											
Send Payment to																															
Apply date		Due date																													
Voucher number	MMDD	CCYY	MMDD	CCYY	Amount	No. of days	Days																								
AUTO GEN #	804	2004	901	2004	600.00																										
Court Ref. number					Amount remaining		600.00																								
Explanation																															
Case	suffix	Case name	Evt#	MMDD	CCYY	MMDD	CCYY	Acct	Amount Days																						
<table border="1"> <tr> <td>From date</td> <td>To date</td> </tr> <tr> <td>MMDD CCYY</td> <td>MMDD CCYY</td> </tr> </table>										From date	To date	MMDD CCYY	MMDD CCYY																		
From date	To date																														
MMDD CCYY	MMDD CCYY																														
<table border="1"> <tr> <td>Case</td> <td>suffix</td> <td>Case name</td> <td>Evt#</td> <td>MMDD</td> <td>CCYY</td> <td>MMDD</td> <td>CCYY</td> <td>Acct</td> <td>Amount</td> <td>Days</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>										Case	suffix	Case name	Evt#	MMDD	CCYY	MMDD	CCYY	Acct	Amount	Days											
Case	suffix	Case name	Evt#	MMDD	CCYY	MMDD	CCYY	Acct	Amount	Days																					
Nxt Tran APV Type INQ Case# 1009006 2 Petn# 10090062 Event# Party																															
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=Add F8=Probate F9=Name Inq.																															
F10=Update F12=Edit F14=Dkt. Inq F16=Inv. Cal																															
MR b 11/001 1902 - Session successfully started \\SCAO\1N54QLS on Ne05:																															

Displayed is the amount remaining to be vouchered. All charges must be applied to a case or multiple cases. To apply these charges press <F9> to search for the case. The system will display the following screen.

Court ID : J 44 ANGIE Juvenile Name Inquiry Lookup **NAME**
Highlighted name has a A/R Master Party Case

Name	Birth Date	Case #	Sfx	Typ	Typ	Petn#	Pub
X TEST,TEST,	6/13/1990	00050501		IN	IN	00000000	SUP
- TEST,TEST,		00843565	3	M03	NA	00000000	SUP
- TEST,TEST,		00853521		V02	DL	08535211	SUP
- TEST,TEST,		00874397		INP	DL	00000000	SUP
- TEST,TEST,		00915469		PE1	DL	00000000	PUB
- TEST,TEST,		00915469		W01	DL	00000000	PUB
- TEST,TEST,		00925819		GAL	DL	00000000	PUB
- TEST,TEST,		00926002		DL	DL	09260021	PUB
- TEST,TEST,	1/01/1990	01005778		DL	DL	01577801	EXP
- TEST,TEST,	1/01/1990	02000111		TL	TL	00000000	PUB
- TEST,TEST,		02005233	1	TL	TL	02523301	PUB
- TEST,TEST,	3/15/1995	04000001		DL	DL	04000101	PUB
- TEST,TEST,	6/15/1992	04000100		TL	TL	00000000	PUB
- TEST,TEST,		88888888		IN	IN	00000000	EXP
- TEST,TEST,	10/01/1985	96960816		DL	DL	96960816	EXP

More...

Nxt Tran APV Type INQ Case# 00000000 Petn# 10090062 Event# Party
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F8=Probate/Civil
F9=Start over F11=Alt.View F14=Dkt.Inq F16=Inv.cal.

MR b 06/002

1902 - Session successfully started \\SCAO\1N54QLS on Ne05:

Enter an "X" next to the name of the case and press <Enter>. The system will display the voucher screen with the case number that was selected.

Court ID : J 44 ANGIE Juvenile Vendor Voucher Maintenance									
Vendor number		34306		AARDEMA, ROBERT B.,					
Send Payment to									
Voucher number		MMDD CCYY		MMDD CCYY		Amount		No. of days Days	
AUTO GEN #		804 2004		901 2004		600.00			
Court Ref. number						Amount remaining		600.00	
Explanation									
Case suffix		Case name		Evt#		From date To date		Acct Amount Days	
11009008		TEST DELINQUENT				801 2004 801 2004		E204 500.00 9999	
Nxt Tran APV Type INQ Case# 1009006 2 Petn# 10090062 Event# Party F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=Add F8=Probate F9=Name Inq. F10=Update F12=Edit F14=Dkt. Inq F16=Inv. Cal									
MR b 11/077 1902 - Session successfully started \\SCAO\1N54QLS on Ne05:									

Enter the date range, account number and the days as explained in the “Other Vendor Voucher” section and press <Enter>. The system will display the following screen.

Court ID : J 44 ANGIE Juvenile Vendor Voucher Maintenance										
Vendor number		34306		AARDEMA, ROBERT B.,						
Send Payment to										
Apply date		Due date								
Voucher number	MMDD	CCYY	MMDD	CCYY	Amount	No. of days	Days			
AUTO GEN #	804	2004	901	2004	600.00					
Court Ref. number					Amount remaining		100.00			
Explanation										
Case	suffix	Case name	Evt#	MMDD	CCYY	MMDD	CCYY	Acct	Amount	Days
11009008		TEST DELINQUENT		801	2004	801	2004	E204	500.00	9999
Number of days calculated for last date range										
Nxt Tran	APV	Type	INQ	Case#	1009006	2	Petrn#	10090062	Event#	Party
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=Add F8=Probate F9=Name Inq.										
F10=Update F12=Edit F14=Dkt. Inq F16=Inv. Cal										

12/001

1902 - Session successfully started

\\SCAO\1\N54QLS on Ne05:

The amount remaining is at \$400.00. This amount must be at .00 before the voucher can be processed. Select another case to apply the remaining amount to and the system will display the following screen.

Court ID : J 44 ANGIE Juvenile Vendor Voucher Maintenance									
Vendor number 34306 AARDEMA, ROBERT B.,									
Send Payment to									
Apply date Due date									
Voucher number		MMDD	CCYY	MMDD	CCYY	Amount		No. of days	Days
AUTO GEN #		804	2004	901	2004	600.00			
Court Ref. number						Amount remaining		100.00	
Explanation									
Case	suffix	Case name	Evt#	From date	To date	Acct	Amount	Days	
11009008		TEST DELINQUENT		801 2004	801 2004	E204	500.00	9999	
316		ABSTRACT ADDTOFILE		0801 2004	0801 2004	E204	100.00	9999	
Nxt Tran APV Type INQ Case# 1009006 2 Petn# 10090062 Event# Party F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=Add F8=Probate F9=Name Inq. F10=Update F12=Edit F14=Dkt. Inq F16=Inv. Cal									
12/077 1902 - Session successfully started \\SCAO\1N54QLS on Ne05:									

Enter the date range, account, amount and days and then press <Enter>. The following screen will be displayed.

Court ID : J 44 ANGIE Juvenile Vendor Voucher Maintenance										
Vendor number 34306 AARDEMA, ROBERT B.,										
Send Payment to										
Apply date Due date										
Voucher number		MMDD	CCYY	MMDD	CCYY	Amount	No. of days	Days		
AUTO GEN #		804	2004	901	2004	600.00				
Court Ref. number						Amount remaining				
Explanation										
Case	suffix	Case name	Evt#	MMDD	CCYY	MMDD	CCYY	Acct	Amount	Days
11009008		TEST DELINQUENT		801	2004	801	2004	E204	500.00	9999
	316	ABSTRACT ADDTOFILE		801	2004	801	2004	E204	100.00	9999
Number of days calculated for last date range										
Nxt Tran	APV	Type	INQ	Case#	1009006	2	Petr#	10090062	Event#	Party
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=Add F8=Probate F9=Name Inq.										
F10=Update F12=Edit F14=Dkt. Inq F16=Inv. Cal										

13/001

1902 - Session successfully started

SCAO\IN54QLS on Ne05:

The amount remaining is at .00. To process the voucher, press <F10>. The system will display the following screen.

Court ID : J 44 ANGIE Juvenile Vendor Voucher Maintenance																																									
Vendor number [REDACTED]																																									
Send Payment to [REDACTED]																																									
<table border="0"> <tr> <td colspan="2"></td> <td colspan="2">Apply date</td> <td colspan="2">Due date</td> <td colspan="2"></td> <td colspan="2"></td> </tr> <tr> <td>Voucher number</td> <td>MMDD</td> <td>CCYY</td> <td>MMDD</td> <td>CCYY</td> <td>Amount</td> <td>No. of days</td> <td colspan="3">Days</td> </tr> <tr> <td>AUTO GEN #</td> <td>804</td> <td>2004</td> <td>901</td> <td>2004</td> <td>[REDACTED]</td> <td>[REDACTED]</td> <td colspan="3">[REDACTED]</td> </tr> </table>												Apply date		Due date						Voucher number	MMDD	CCYY	MMDD	CCYY	Amount	No. of days	Days			AUTO GEN #	804	2004	901	2004	[REDACTED]	[REDACTED]	[REDACTED]				
		Apply date		Due date																																					
Voucher number	MMDD	CCYY	MMDD	CCYY	Amount	No. of days	Days																																		
AUTO GEN #	804	2004	901	2004	[REDACTED]	[REDACTED]	[REDACTED]																																		
Court Ref. number [REDACTED]					Amount remaining [REDACTED]					.00																															
Explanation [REDACTED]																																									
<table border="0"> <tr> <td colspan="2"></td> <td colspan="2">From date</td> <td colspan="2">To date</td> <td colspan="4"></td> </tr> <tr> <td>Case</td> <td>suffix</td> <td>Case name</td> <td>Evt#</td> <td>MMDD</td> <td>CCYY</td> <td>MMDD</td> <td>CCYY</td> <td>Acct</td> <td>Amount</td> <td>Days</td> </tr> <tr> <td>[REDACTED]</td> <td>[REDACTED]</td> <td>[REDACTED]</td> <td>[REDACTED]</td> <td>[REDACTED]</td> <td>[REDACTED]</td> <td>[REDACTED]</td> <td>[REDACTED]</td> <td>[REDACTED]</td> <td>[REDACTED]</td> <td>[REDACTED]</td> </tr> </table>												From date		To date						Case	suffix	Case name	Evt#	MMDD	CCYY	MMDD	CCYY	Acct	Amount	Days	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
		From date		To date																																					
Case	suffix	Case name	Evt#	MMDD	CCYY	MMDD	CCYY	Acct	Amount	Days																															
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]																															
<p>Add of vendor voucher has been completed. VOUCHER # 0000011833</p> <p>Nxt Tran APV Type INQ Case# 1009006 2 Petn# 10090062 Event# [REDACTED] Party [REDACTED]</p> <p>F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=Add F8=Probate F9=Name Inq.</p> <p>F10=Update F12=Edit F14=Dkt. Inq F16=Inv. Cal</p>																																									
<div> <div>MR b</div> <div>02/016</div> </div> <div> <div>1902 - Session successfully started</div> <div>\\SCAO\1N54QLS on Ne05:</div> </div>																																									

The voucher has been processed.

Example of Facility Vendor Voucher:

Court ID : J 44 ANGIE Juvenile Vendor Voucher Maintenance Release : 025
 Vendor number [REDACTED]
 Send Payment to [REDACTED]
 Apply date Due date
 Voucher number MMDD CCYY MMDD CCYY Amount No. of days Days
 AUTO GEN # 612 2003 701 2003
 Court Ref. number [REDACTED]
 Explanation [REDACTED]

Nxt Tran APV Type INQ Case# Petn# Event# Party
 F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=Add F8=Probate F9=Name Inq.
 F10=Update F12=Edit F14=Dkt. Inq F16=Inv. Cal

MB b 02/016
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To create a voucher we need the vendor number. If you do not know the vendor number you must prompt <F4> on the vendor number field. The system will display the following screen.

B

Court ID : J 44 ANGIE Juvenile Vendor Voucher Maintenance Release : 025

Vendor number [REDACTED]

Send Payment to [REDACTED]

Transaction Request

Vo	<input type="checkbox"/>	V	VENDOR FILE						
Co	<input type="checkbox"/>	F	FACILITY FILE						
Ex	<input checked="" type="checkbox"/>	P	PROFESSIONAL FILE						
Ca	<input type="checkbox"/>								

Bottom

F3=Exit F6=System F16=Inv.Cal

ays Days
[REDACTED] .00

unt Days

Add of vendor voucher has been completed. VOUCHER # 0000011807

Nxt Tran APV Type INQ Case# Petn# Event# Party

F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=Add F8=Probate F9=Name Inq.

F10=Update F12=Edit F14=Dkt.Inq F16=Inv.Cal

MA b 09/007

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Place an "X" beside the facility file and press <Enter>. The system will display the following screen.

```

Court ID : J 44 ANGIE      Juvenile Vendor Voucher Maintenance      Release : 025
Vendor number  CA 13066    AREA YOUTH FOR CHRIST
Send Payment to

Vo      Transaction Request      ays      Days
A
Co
Ex
Ca

      Other Facility File
      Position to

44
44      123 TEST
44 ABCDEFGHIJ NEW FACILITY NAME,,
X 44 CA 13066   AREA YOUTH FOR CHRIST
44 CA03025     ALLEGAN CO YOUTH HOME WES
44 CA04024     BOYSVILLE - HURON HOUSE
44 CA09042     LUTHERAN CHILD & FAMILY SVC
44 CA09042A    LUTHERAN CHILD & FAMILY - BAY

More...

F3=Exit F6=System A=Add M=Mod I=Inq R=Rate X or 1=Select

Nxt Tr      rty
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=Add F8=Probate F9=Name Inq.
F10=Update F12=Edit F14=Dkt.Inq F16=Inv.Cal

```

-You can search for your facility by name or by facility number. Once you have selected the facility you want to process this voucher for, place an “X” beside the facility and press <Enter>. The system will display the following screen.

B

Court ID : J 44 ANGIE Juvenile Vendor Voucher Maintenance Release : 025

Vendor number CA 13066 AREA YOUTH FOR CHRIST

Send Payment to

Apply date Due date

Voucher number MMDD CCYY MMDD CCYY Amount No. of days Days

AUTO GEN # 612 2003 701 2003 1015.80 60

Court Ref. number

Explanation

Nxt Tran APV Type INQ Case# Petn# Event# Party

F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=Add F8=Probate F9=Name Inq.

F10=Update F12=Edit F14=Dkt. Inq F16=Inv. Cal

07/018

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Enter the amount to be vouchered and the number of days that the amount is for and press <Enter>. The system will display the following screen.

```

Court ID : J 44 ANGIE      Juvenile Vendor Voucher Maintenance      Release : 025
Vendor number  CA 13066      AREA YOUTH FOR CHRIST
Send Payment to
Apply date      Due date
Voucher number MMDD CCYY MMDD CCYY      Amount      No. of days      Days
AUTO GEN #      612 2003      701 2003      1015.80      60      60
Court Ref.number      Amount remaining      1,015.80
Explanation
Case  suffix Case name      Evt# MMDD CCYY MMDD CCYY Acct      Amount      Days
1234  1  MULTIPLE TEST NEGL      6  308 2000      501 2000      M
956795  AMY MARIE VANBIBBE      27 111 2001      612 2003      M
1000159 2  POPPIE BOMPEZZI      3  101 2001      201 2001
1000202  OLD JEVTUPD TEST 0      3  202 2001      410 2001
1000202  OLD JEVTUPD TEST 0      5  418 2001      612 2003
1000203  JEVTUPD OLD TEST N      3  202 2001      410 2001
1000203  JEVTUPD OLD TEST N      5  418 2001      612 2003
1000205  NEW JEVTUPD TEST T      3  202 2001      410 2001
1000205  NEW JEVTUPD TEST T      5  418 2001      612 2003
1000206  NEW JEVTUPD TEST C      3  202 2001      410 2001

Nxt Tran  APV Type INQ Case#      Petn#      Event#      Party
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=Add F8=Probate F9=Name Inq.
F10=Update F12=Edit F14=Dkt. Inq F16=Inv. Cal

```

The system is telling us that we have \$1015.80 left that needs to be vouchered out. To do this, we need to apply charges to specific cases to reduce the amount to zero.

The system will bring in every child that has a Placement Change Notice event placing them in this facility. This voucher may be for just one of these children or it may be for some or all children. You will need to enter an "M" on the right hand side of the name (all names if more than one child is being added to this voucher) The system will return the following screen for you. The system works with one page at a time. If you do not see the child or children on the current page, process the children on this page then press <Enter>, the system will then display each additional page. Each child on the page needs to be processed before pressing <Enter> to go on to the next page of PCN's.

NOTE: If the child's name does not appear that you are creating the voucher for, make sure that there is a PCN event placing the child into this facility. If the name does not appear, the case may have been closed. After 60 days the system will take the names off of the Voucher screen. You can always press <F7> to add a name that does not appear. If there are days left to be paid the system will display them.

Court ID : J 44 ANGIE		Juvenile Vendor Voucher Maintenance		Release : 025	
Vendor number CA 13066		AREA YOUTH FOR CHRIST			
Send Payment to					
Apply date		Due date			
Voucher number	MMDD CCYY	MMDD CCYY	Amount	No. of days	Days
AUTO GEN #	612 2003	701 2003	1015.80	60	60
Court Ref. number	Amount remaining			1,015.80	
Explanation					
Case	suffix	Case name	Evt#	From date MMDD CCYY	To date MMDD CCYY
1234	1	MULTIPLE TEST NEGL	6	308 2000	501 2000
956795		AMY MARIE VANBIBBE	27	111 2001	612 2003
1000159	2	POPPIE BOMPEZZI	3	101 2001	201 2001
1000202		OLD JEVTUPD TEST 0	3	202 2001	410 2001
1000202		OLD JEVTUPD TEST 0	5	418 2001	612 2003
1000203		JEVTUPD OLD TEST N	3	202 2001	410 2001
1000203		JEVTUPD OLD TEST N	5	418 2001	612 2003
1000205		NEW JEVTUPD TEST T	3	202 2001	410 2001
1000205		NEW JEVTUPD TEST T	5	418 2001	612 2003
1000206		NEW JEVTUPD TEST C	3	202 2001	410 2001
Amount 914.22 Days 54					
Acct Party					
Nxt Tran APV Type INQ Case# Petn# Event# Party					
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=Add F8=Probate F9=Name Inq.					
F10=Update F12=Edit F14=Dkt. Inq F16=Inv. Cal					

11/047

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\\SCAO\IN54QLS on Ne05:

The system has opened up the fields on the first child that you selected. You will work on each child separately. The second child selected will be completed after we have finished with the first child and press <Enter>.

~From Date~

This is the date the voucher is starting with. This date will be either the first date of placement or it will be the first date that has not been vouchered for. Every time a voucher is processed this date will increase. If the facility is requesting to be paid from April 1, 2000 through April 2, 2000, the from date would be April 1, 2000.

~To Date~

This is the date that the facility is requesting to be paid through. This date will be either the last date of placement or if the child is currently in placement at this facility it will be the current date. In this case, we are paying for one day so we would enter April 2, 2000 in the To Date field. Remember that the system pays for the day in and not the day out.

Example: If a facility invoices you for April 1, 2000 through April 30, 2000 and the child is still placed in that facility, in order to pay for the entire month of April your TO DATE needs to reflect the date of May 1, 2000 in order to pay for April 30, 2000.

~ACCT~

This is the Account that you want to pay for this child out of. Press <F4> for a list of valid Accounts.

~Amount~

This field will be filled in by the system with the total amount owed for the entire time period this child has been placed and not vouchered for. This amount may be different than the amount that you are paying. You cannot pay more for placement than is listed in this field. Make sure that either the Per diem rate in the facility file is correct or the Special Rate field on the Event Screen reflects the correct amount being charged per day or you could run into trouble when closing this placement out.

~Days~

This field will be filled in by the system telling you how many days are available to be vouchered for. If you are not vouchering for the entire time period that the child is in placement then you will need to change this field to the actual number of days that you are vouchering for. Remember that the system pays for the day in and not the day out. There are three options that can be used in the DAYS field. If you are paying for an actual night stay or bed, you will always use the actual number of days.

1. 9999 = This is used for normal vouchers, non-placement vouchers. This tells the system to track the amount only and that the number of days is not important.
2. 8888 = This is used for tracking number of days on the DSS 207 report that is not related to placements. This tells the system that we want to track the amount and the number of days for this voucher. A valid date range is necessary for this option to work.
3. Actual Number of Days = This is used for Facility Vouchers. Enter the exact amount of days that you are paying for a child to be in placement. This number and amount are tracked by the DSS 207. The date range must be equal to the amount of days entered. Remember that the system pays for the day in and not the day out.

Court ID : J 44 ANGIE		Juvenile Vendor Voucher Maintenance		Release : 025	
Vendor number CA 13066		AREA YOUTH FOR CHRIST			
Send Payment to					
Apply date		Due date			
Voucher number	MMDD CCYY	MMDD CCYY	Amount	No. of days	Days
AUTO GEN #	613 2003	701 2003	1015.80	60	60
Court Ref. number			Amount remaining	1,015.80	
Explanation					
Case	suffix	Case name	Evt#	From date	To date
1234	1	MULTIPLE TEST NEGL	6	308 2000	0407 2000
956795		AMY MARIE VANBIBBE	27	111 2001	613 2003
1000159	2	POPPIE BOMPEZZI	3	101 2001	201 2001
1000202		OLD JEVTUPD TEST 0	3	202 2001	410 2001
1000202		OLD JEVTUPD TEST 0	5	418 2001	613 2003
1000203		JEVTUPD OLD TEST N	3	202 2001	410 2001
1000203		JEVTUPD OLD TEST N	5	418 2001	613 2003
1000205		NEW JEVTUPD TEST T	3	202 2001	410 2001
1000205		NEW JEVTUPD TEST T	5	418 2001	613 2003
1000206		NEW JEVTUPD TEST C	3	202 2001	410 2001
Acct Amount Days					
E206 507.90 30					
M					
Nxt Tran APV Type INQ Case# Petn# Event# Party					
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=Add F8=Probate F9=Name Inq.					
F10=Update F12=Edit F14=Dkt. Inq F16=Inv. Cal					
12/079					

Connected to remote server/host OSMSOUTH using port 23 \\SCAO\IN54QLS on Ne05:

After you have entered all information, press <Enter>. The system will display the following screen.

Court ID : J 44 ANGIE **Juvenile Vendor Voucher Maintenance** **Release : 025**

Vendor number CA 13066 **AREA YOUTH FOR CHRIST**

Send Payment to [REDACTED]

Apply date **Due date**

Voucher number MMDD CCYY **MMDD CCYY** **Amount** **No. of days** **Days**

AUTO GEN # 613 2003 701 2003 1015.80 60 30

Court Ref. number **Amount remaining** 507.90

Explanation

Case	suffix	Case name	Evt#	MMDD	CCYY	From date	To date	MMDD	CCYY	Acct	Amount	Days
1234	1	MULTIPLE TEST NEGL	6	308	2000	407	2000	E206			507.90	30
956795		AMY MARIE VANBIBBE	27	111	2001	0210	2001	E206			507.90	30
1000159	2	POPPIE BOMPEZZI	3	101	2001	201	2001					
1000202		OLD JEVTUPD TEST 0	3	202	2001	410	2001					
1000202		OLD JEVTUPD TEST 0	5	418	2001	613	2003					
1000203		JEVTUPD OLD TEST N	3	202	2001	410	2001					
1000203		JEVTUPD OLD TEST N	5	418	2001	613	2003					
1000205		NEW JEVTUPD TEST T	3	202	2001	410	2001					
1000205		NEW JEVTUPD TEST T	5	418	2001	613	2003					
1000206		NEW JEVTUPD TEST C	3	202	2001	410	2001					

Number of days calculated for last date range 30

Nxt Tran APV **Type** INQ **Case#** [REDACTED] **Petrn#** [REDACTED] **Event#** [REDACTED] **Party** [REDACTED]

F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=Add F8=Probate F9=Name Inq.
F10=Update F12=Edit F14=Dkt.Inq F16=Inv.Cal

MB b 13/079

Connected to remote server/host OSMSOUTH using port 23 \\SCAO\IN54QLS on Ne05:

The system is displaying that 507.90 and 30 days has been charged off but the remaining must be charged off before the voucher can be processed. Modify each additional child until the balance reaches .00 and then press <F10>. The system will process the voucher and display the following screen.


```

Court ID : J 44 ANGIE      Juvenile Vendor Voucher Maintenance      Release : 025
Vendor number [REDACTED]
Send Payment to [REDACTED]

Apply date Due date
Voucher number MMDD CCYY MMDD CCYY      Amount      No. of days      Days
AUTO GEN # 613 2003 701 2003 [REDACTED] [REDACTED] [REDACTED]
Court Ref.number [REDACTED] Amount remaining [REDACTED] .00
Explanation [REDACTED]

From date To date
Case suffix Case name      Evt# MMDD CCYY MMDD CCYY Acct      Amount      Days

Add of vendor voucher has been completed.      VOUCHER # 0000011808
Nxt Tran  APV Type INQ Case# [REDACTED] Petn# [REDACTED] Event# [REDACTED] Party [REDACTED]
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=Add F8=Probate F9=Name Inq.
F10=Update F12=Edit F14=Dkt. Inq F16=Inv. Cal

```

Example of Voucher Delete:

A voucher can be deleted if no payments have been applied to it. If payments have been applied, they must be deleted from the voucher first.

After both payments and the voucher are deleted you can process the voucher with the correct information.

To delete a voucher you must know the exact voucher number and vendor number to be deleted.

To access the vendor voucher screen, insert **APV** in the Next Tran field and press <Enter>

Probate Next Tran Line:

NXT	TRAN	P	APV	TYPE	____	CASE	NBR	00000000	REC	NBR	____
-----	------	---	-----	------	------	------	-----	----------	-----	-----	------

Juvenile Next Tran Line:

NXT	TRAN		APV	TYPE	____	CASE	NBR	00000000	____	PET	00000000	EVT	____	PTY	____
-----	------	--	-----	------	------	------	-----	----------	------	-----	----------	-----	------	-----	------

The following screen will be displayed.

```

JB
Court ID : J 44 ANGIE      Juvenile Vendor Voucher Maintenance      Release : 025
Vendor number  CA 13066    AREA YOUTH FOR CHRIST
Send Payment to
Apply date    Due date
Voucher number MMDD CCYY MMDD CCYY      Amount      No. of days      Days
0000011808    613 2003   701 2003
Court Ref. number
Explanation

Nxt Tran  APV Type INQ Case#      Petn#      Event#      Party
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=Add F8=Probate F9=Name Inq.
F10=Update F12=Edit F14=Dkt. Inq F16=Inv. Cal

06/016
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\\SCAO\1N54QLS on Ne05:

```

1. Enter the vendor number in the vendor number field. Press <F4> for a list of vendors.
2. Enter the voucher number in the voucher number field. You will have to over type the word AUTOGEN#.

After you have entered the above information, press <Enter>. The following screen will be displayed.

Court ID : J 44 ANGIE Juvenile Vendor Voucher Maintenance Release : 025
Vendor number CA 13066 AREA YOUTH FOR CHRIST
Send Payment to [REDACTED]
Apply date Due date
Voucher number MMDD CCYY MMDD CCYY Amount No. of days Days
0000011808 613 2003 701 2003
Court Ref. number [REDACTED]
Explanation [REDACTED]

Record on file press F11 to edit voucher.

Nxt Tran APV Type INQ Case# Petn# Event# Party
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=Add F8=Probate F9=Name Inq.
F10=Update F12=Edit F14=Dkt. Inq F16=Inv. Cal

06/002

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Displayed is a message telling us that this voucher is already on file and to press <F11> to edit the voucher.

Press <F11> and the system will display the following screen.

```

Court ID : J 44 ANGIE      Juvenile Vendor Voucher Maintenance      Release : 025
Vendor number  CA 13066      AREA YOUTH FOR CHRIST
Send Payment to
Apply date    Due date
Voucher number MMDD CCYY    MMDD CCYY      Amount      No. of days      Days
0000011808    613 2003    701 2003    1015.80        60
Court Ref.number                               Amount remaining .00
Explanation

Case suffix Case name      Evt# MMDD CCYY MMDD CCYY Acct      Amount      Days
1234 1 MULTIPLE TEST NEGL 6 308 2000 407 2000 E206    507.90      30
956795 AMY MARIE VANBIBBE 27 111 2001 210 2001 E206    507.90      30

Nxt Tran  APV Type INQ Case#      Petn#      Event#      Party
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=Add F8=Probate F9=Name Inq.
F10=Update F12=Edit F14=Dkt. Inq F16=Inv. Cal

```

Displayed on the screen is the detail of the voucher. Be sure this is the correct voucher. Press <F12> to edit the voucher. The following screen will be returned to you.

MB

Court ID : J 44 ANGIE Juvenile Vendor Voucher Maintenance Release : 025

Vendor number CA 13066 AREA YOUTH FOR CHRIST

Send Payment to

Apply date Due date

Voucher number	MMDD	CCYY	MMDD	CCYY	Amount	No. of days	Days
0000011808	613	2003	701	2003	1015.80	60	

Court Ref. number

Explanation

Nxt Tran APV Type INQ Case# Petn# Event# Party

F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=Add F8=Probate F9=Name Inq.
F10=Update F12=Edit F14=Dkt. Inq F16=Inv. Cal

06/039

Connected to remote server/host OSMSOUTH using port 23 \\SCAO\1N54QLS on Ne05:

Displayed is the amount and number of days that were originally applied in this voucher. These fields must be cleared as shown in the following screen.

B

Court ID : J 44 ANGIE Juvenile Vendor Voucher Maintenance Release : 025

Vendor number CA 13066 AREA YOUTH FOR CHRIST

Send Payment to

Apply date Due date

Voucher number MMDD CCYY MMDD CCYY Amount No. of days Days

0000011808 613 2003 701 2003

Court Ref. number

Explanation

Nxt Tran APV Type INQ Case# Petn# Event# Party

F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=Add F8=Probate F9=Name Inq.

F10=Update F12=Edit F14=Dkt. Inq F16=Inv. Cal

07/018

Connected to remote server/host OSMSOUTH using port 23 \\SCAO\1N54QLS on Ne05:

After the amount and number of days fields are cleared, press <Enter>. The system will display the detail for this voucher.

```

Court ID : J 44 ANGIE      Juvenile Vendor Voucher Maintenance      Release : 025
Vendor number  CA 13066      AREA YOUTH FOR CHRIST
Send Payment to
Apply date    Due date
Voucher number MMDD CCYY    MMDD CCYY      Amount      No. of days    Days
0000011808    613 2003    701 2003
Court Ref.number      Amount remaining 1,015.80-
Explanation
Case suffix Case name      Evt# MMDD CCYY MMDD CCYY Acct      Amount    Days
1234 1 MULTIPLE TEST NEGL 6 308 2000 407 2000 E206    507.90    30 D
956795 AMY MARIE VANBIBBE 27 111 2001 210 2001 E206    507.90    30 D

```

Nxt Tran APV Type INQ Case# Petn# Event# Party
 F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=Add F8=Probate F9=Name Inq.
 F10=Update F12=Edit F14=Dkt. Inq F16=Inv. Cal

MA b 22/012
 Connected to remote server/host OSMSOUTH using port 23 \\SCAO\IN54QLS on Ne05:

Notice that the days and amount remaining fields are now negative numbers. These fields must be at zero before the delete can process.

Enter a “D” to the right of all detail lines and press <Enter>. The system will display the following screen.


```

Court ID : J 44 ANGIE      Juvenile Vendor Voucher Maintenance      Release : 025
Vendor number  CA 13066      AREA YOUTH FOR CHRIST
Send Payment to
Apply date    Due date    Password:      Reason: REASON FOR DELETE
Voucher number MMDD CCYY MMDD CCYY      Amount      No. of days      Days
0000011808    613 2003    701 2003
Court Ref.number      Amount remaining      .00
Explanation

Case  suffix Case name      Evt# MMDD CCYY MMDD CCYY Acct      Amount  Days
1234  1  MULTIPLE TEST NEGL      6  308 2000  407 2000 E206
956795  AMY MARIE VANBIBBE      27  111 2001  210 2001 E206

Enter Password and Reason, then press F10 to delete voucher!
Nxt Tran  APV Type INQ Case#      Petn#      Event#      Party
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=Add F8=Probate F9=Name Inq.
F10=Update F12=Edit F14=Dkt. Inq F16=Inv. Cal

b
04/078
Connected to remote server/host OSMSOUTH using port 23
\\SCAO\IN54QLS on Ne05:

```

Notice that the days and amount remaining fields are now at zero and the system is requiring a password and reason. Enter your password and the reason for the delete and press <F10>. Do not press <Enter> before pressing <F10>. The voucher delete will be processed and the system will display the following screen.

```

Court ID : J 44 ANGIE      Juvenile Vendor Voucher Maintenance      Release : 025
Vendor number [REDACTED]
Send Payment to [REDACTED]

Apply date Due date
Voucher number MMDD CCYY MMDD CCYY      Amount      No. of days      Days
AUTO GEN # 613 2003 701 2003 [REDACTED] [REDACTED] [REDACTED]
Court Ref.number [REDACTED] Amount remaining [REDACTED] .00
Explanation [REDACTED]

From date To date
Case suffix Case name      Evt# MMDD CCYY MMDD CCYY Acct      Amount      Days

Change of vendor voucher has been completed. VOUCHER # 0000011808
Nxt Tran  APV Type INQ Case# [REDACTED] Petn# [REDACTED] Event# [REDACTED] Party [REDACTED]
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=Add F8=Probate F9=Name Inq.
F10=Update F12=Edit F14=Dkt. Inq F16=Inv. Cal

```